



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 4, 2014

Crystal Bahe &
Teresa Bachman
324 South Street
Sumner, IA. 50674

Dear Child Care Provider,

This letter is in regards to the October 24, 2014 compliance check of your Level C-2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

At the time of my visit you had 17 children in your care. As a category C home you can only have 14 full time children, two additional children on a part time basis (180 hours or less total), and your school agers can only be in care for two hours or less. On the day of my visit you were over capacity by three children as the school agers were there more than two hours and seven were in care. Please note the penalty for operating over capacity should the Department find you over in numbers in the future.

237A.19 Penalty.

2. If registration is required under section 237A.3A, a person who establishes, conducts, manages, or operates a child development home without registering or a person who operates a child development home contrary to section

237A.5, commits a simple misdemeanor. Each day of continuing violation after conviction, or notice from the department by certified mail of the violation, is a separate offense. A single charge alleging continuing violation may be made in lieu of filing charges for each day of violation.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

NEED CAPS IN SLEEPING AREA.

☐ 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.

MAKE SURE ELECTRICAL CORDS ARE TETHERED TO PREVENT STRANGULATION.

☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

CRYSTAL NEEDS- IN PROCESS.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

THERE ARE TWO IN NEED OF UPDATE.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

NEEDED FOR FIVE.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

NEEDED FOR FOUR.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

NEEDED FOR THREE.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

NEEDED FOR ONE.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

NEEDED FOR TWO.

☐ 110.10(1)c Not more than two additional school-age children present for less than two hours at any one time.

THERE WERE SEVEN SCHOOL- AGED CHILDREN TODAY.

☐ 110.10(1)d Not more than two additional children who are receiving care on a part-time basis.

☐ 110.10(1)e Not more than sixteen children present when the emergency school closing exception is in effect.

THERE WERE SEVENTEEN PRESENT TODAY.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2419 if you have any questions regarding this letter.

Sincerely,

Angela Huntington
Social Worker II

Natalie Clapp

Social Work Supervisor

Department of Human Services

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-267-2644.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).